



Job Opportunity

State Controller's Office

Position: Office Services Supervisor II

Statewide

Location: Administration and Disbursements Division
3301 C Street, Sacramento, CA 95816

Issue Date: May 14, 2007

Final Filing Date: May 21, 2007

Contact/Telephone:

Eric Robrecht, (916) 445-6585

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates will be given priority.

California Relay Service: 1-800-735-2929

Position Number(s): 051-140-1150-004

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general direction provided by an Office Services Manager I, regularly exercises a high level of independence and originality in planning, organizing, directing and supervising the difficult, critical and sensitive clerical work of the Distribution Unit. This unit is responsible for releasing time-sensitive, "over-the-counter" warrants such as investments, apportionments, payments to SCO's EFT vendor and state payroll and others. In addition, the unit sorts and distributes incoming mail and provides courier service throughout the State Controller's Office. Duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Direct the activities of the state's payroll distribution system;
- Train and supervise the assembly and distribution of daily payroll, mid-month and master payrolls, reconciliation documents, monthly reports, semi-monthly aggregate payroll, deduction warrants, itemization listings, and tapes;
- Direct the activities of the "over-the-counter" warrant distribution system;
- Train and supervise distribution of investments, apportionments, payments to SCO's EFT vendor, etc;
- Research agency, campus, employee payroll and/or "over-the-counter" warrant release inquiries and provide solution or referral;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Liaison with agency and campus representatives and Disbursements Services to coordinate the distribution of their payroll and related materials and “over-the-counter” warrants;
- Coordinate payroll releases and “over-the-counter” warrant releases with PPSD, Accounting, Computer Operations, and Mailing Operations;
- Provide release and delivery times for division management's monthly reports;
- Determine route and schedule mail delivery runs;
- Develop and maintain operations and distribution manuals, distribution lists, signature card files, multiple address files, and logs for the Distribution Unit;
- Arrange for maintenance and replacement of two state monthly lease vehicles;
- Verify legitimacy of vehicles parked in SCO Reserved Parking spaces, issue parking ticket warning, and arrange for towing of second offense violators.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Administration and Disbursements Division

P. O. Box 942850

Sacramento, CA 94250-5871

Attn: Eric Robrecht